

Dorothy Hart Community Center Rental Contract

LESSEE RESPONSIBILITIES

- a) Rental deposit is due at time of reservation. All other fees must be paid at least *two* weeks prior to rental date. ***Failure to do so will result in loss of reservation and forfeiture of rental deposit.***
- b) An inspection will be performed before and after each event by staff and lessee.
- c) Rental fee includes: use of the specific areas rented during the allotted time, access and egress via the community center lobby, use of public restrooms, use of the department's tables, chairs and audio-visual equipment (if available), room set-up and break-down. Unless a separate rental fee is paid for its use, the lobby area is for access and egress only; it is not to be decorated nor used as a congregation site for attendees to the event sponsored by the lessee.
- d) Lessee of the auditorium maybe required to be covered by a comprehensive liability policy in the amount of at least \$1,000,000 in effect the dates of facility use, a copy of which is to be submitted to the office 2 weeks prior to rental. This will not be required for business meetings, or other passive activities.
- e) Insurance policies are necessary for any lessee that will be bringing in personal equipment. DJs are also required to have insurance for any event which takes place with in the Dorothy Hart Community Center.
- f) If the department is to set-up tables and chairs for the lessee, it is his responsibility to provide the department with diagram of room set-up at least two weeks prior to event. Failure to comply will result in appropriate number of tables and chairs being left in the room for lessee to set-up. The department is not responsible for set ups that use more than the recommended tables & chairs.
- g) Trash from the rented room(s) should be picked up, bagged and placed in trash cans on the side of the building by the kitchen.
- h) The floor should be void of all major spills and trash. ***Please see staff for appropriate mop to be used on Auditorium floor.***
- i) Table tops should be clean and wiped down if appropriate. Tables should be in good working condition.
- j) Streamers and other decorations may be put up, provided they are taped to the molding or window sills, and are **to be** removed after the **rental**. ***ABSOLUTELY No Thumbtacks or Tape on Walls.***
- k) Bathrooms should be left neat and orderly.
- l) Lessee shall be responsible for payment for damages to the property and the equipment of the City of Fredericksburg exclusive of ordinary wear and tear.

GENERAL RENTAL POLICIES

- a) There is no smoking permitted in the community center.
- b) ***Only Soft Sole Shoes*** are permitted on the auditorium floor; any damage to floor could result in forfeiture of rental deposit.
- c) Kitchen is to be used for re-heating only. ***NO HEAVY COOKING OR FRYING***
- d) There is to be no confetti, glitter or rice used in decorating, or thrown. Birdseed may be thrown outside only.
- e) Children in attendance at an event sponsored by the lessee must be under the immediate and close supervision of an adult over the age of 18 at all times. Chaperones must be 1 for every 20 children under 18. Under no circumstances are children permitted to wander throughout or exit the building without an adult. ***Parents of children who do not comply with this rule will be asked to leave the facility. No Exceptions.***
- f) A list of chaperones (1 adult per 20 children under 18 years) must be given to the Parks and Recreation staff when group arrives at the building. A representative of the rental party is to check in with the Parks and Recreation staff and check out with staff before leaving. Responsible party is expected to remain with the group the entire time of rental. Failure to check in and check out may result in forfeiture of deposit.
- g) Rental activities must not disrupt other activities at the community center. **All music/musical performances must end at or before 10:30p.m.** Music must not be heard on the streets adjacent to the community center. Any complaints and music must be lowered. **Three** requests to lower the music volume and the event will be terminated and may result in loss of deposit and any rental fees for time unused.

- h) Ticket sales or admission fees may not be collected for events held at the Community Center unless prior approval has been given by the Parks and Recreation Department.
- i) Any advertising for the event must be approved by the Parks and Recreation Department.
- j) Any disrespectful behavior toward Parks and Recreation staff by any member of rental party or their guests will result in the forfeiture of the deposit and the possibility of refusal of future rentals.
- k) Maximum occupancy rates for various community center spaces are as follow: Auditorium, **145 seated/ 200 standing**; Room 1, **40 maximum**; Room 2, **30 maximum**; Room 3, **20 maximum**. (This does not include room for tables).

The community center is available on a first-come, first served basis, around events and programs sponsored by the Parks and Recreation Department. Groups who want to use the facility on a weekly or even monthly basis may schedule rooms (if available) for a 2 month period only. The security deposit is due at the time of the initial reservation, and will be carried over if appropriate for the next date reserved. In any case the total rental fee must be paid 2 weeks prior to the event. The Fredericksburg Parks, Recreation and Public Facilities reserves the right to deny requests and to make last minute room assignments based on total program demand. After the two month rental, a continuation of the rental may be arranged on a month by month basis if facility space and staff are available.

FEE WAIVERS

At the Director's discretion, up to one-half the regular rental fee may be waived for city based non-profit service, charitable, educational or recreational organizations. Groups such as City public and private schools, City-based local chapters of service foundations, and department sponsored groups may have the base rental fee waived completely. ***If a rental fee waiver is granted, the organization is still responsible for Deposits and a \$60 after hour's usage fee.*** Service organizations without full waiver may use the community center free of charge up to once a month (based on availability) between 9:00 am and 5:00pm Monday thru Thursday, and 9:00am and 4:00pm Friday.

DEPOSIT

- a) Rental deposit is due at time of reservation. All other fees must be paid in full **2 weeks** prior to rental date. Failure to do so will result in loss of reservation and forfeiture of rental deposit.
- b) Deposit will be refunded if renter leaves facility on time and facility is left clean, and complies with all rules in the rental policy.

CANCELLATIONS

- a) If activities at the Community Center are cancelled due to inclement weather, building rentals may still occur. Please call 372-1086 ext. 0 to confirm the rental.
- b) If Fredericksburg Government Offices are closed because of inclement weather, then all activities and rentals are cancelled for the day (or evening). If event is cancelled for this reason, then a full refund will be given.
- c) Cancellations of facility rental received at least **2 weeks** in advance of rental date will receive a full refund.
- d) Cancellations made in *less than 2 weeks* in advance will result in loss of rental deposit and staffing fee, rental fee only will be refunded. Special concerns regarding cancellation must be addressed at the time initial reservation is made.
- e) Groups must arrive within one hour of designated rental time, or reservation will be considered cancelled, and no refunds will be given.

**** Please sign up for Fredericksburg Alerts at www.Fredericksburgalert.com. This is how you will be notified of any closures or delays at Dorothy Hart Community Center.****

Failure to comply with any of the above rules shall result in lessee losing rental deposit and possible rental privileges.